

## **ONE TIME SUPPLEMENTAL TRANSITION FUNDING**

Effective September 1, 2006, Supplemental Transition Funding will be available through the Department for Mental Health/Mental Retardation, Division of Mental Retardation for individuals transitioning from a facility into a residential placement in the Supports for Community Living (SCL) waiver program. The supplemental funding may be used to help cover the cost of staff travel to and from the facility for transition meetings or staff cross training, time spent in transition meetings or cross training, staff time during home and day program visits, and minor home modifications up to \$1,000 per person. The maximum reimbursement per person is limited to a total of \$5,000.

### **PROCESS and ADDITIONAL CRITERIA FOR ACCESSING THE SUPPLEMENTAL TRANSITION FUNDING:**

1. At the initial transition meeting for the individual held at the facility, the Residential Agency's Executive Director or designee will sign the Commitment Letter.
2. No reimbursements may be made until the commitment letter is signed.
3. All reimbursements will be approved by DMR upon receipt of an invoice using the DMR approved form.
4. Home modifications shall be to comply with ADA requirements or to increase the independence of the individual in the home.
5. Home modifications shall not increase the total square footage of the home, and shall not include modifications to vehicles.
6. All home modifications must be done in accordance with all state and local codes.
7. Staff time will be reimbursed at actual cost per hour not to exceed \$10.00 per hour.
8. Staff mileage will be reimbursed based on Map Blast calculations from the agency's main office to the facility at the current state rate per mile.
9. Lodging for staff will be reimbursed if the one way distance from the agency to the facility is 75 miles or greater, and will be reimbursed with a hotel receipt not to exceed \$75.00 per night.
10. Invoices shall be submitted to DMR, attention: Mark Dieruf at 100 Fair Oaks Lane 4 W-C, Frankfort, KY 40621. A signed copy of the Commitment letter must be submitted with the first invoice in order to begin payments.
11. The invoice shall be completed in its entirety and a copy of any motel invoice, Map Blast mileage, and the meeting sign in sheet attached for staff time and travel for meetings and trainings. For Home modifications three estimates must be submitted with the invoice.
12. Reimbursement is made with the agency's commitment to support the individual for a minimum of two years, if provider fails to accept placement at any point in the process, or to continue placement at any point within two years of admission to the SCL program, payments received shall be paid back to the department within 60 days of decision.